

ARIZONA DEPARTMENT OF EDUCATION

Tom Horne
Superintendent of
Public Instruction



STATE OF ARIZONA

School Finance
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(602)-542-5695
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SCHOOL FINANCE MEMORANDUM 03-027

TO: School District Superintendents, Principals, and Head Teachers

FROM: Maggie Singler

DATE: January 15, 2003

SUBJECT: January 15, 2003, Basic Calculations for Equalization Assistance Report (APOR 55 – 1) and Additional State Aid Detail Report (APOR 64)

The January 15, 2003 apportionment reports for your school district are posted on your district's home page on the ADE web site (<http://www.ade.az.gov/districts/default.asp>). Current month APOR 55-1 & 64-1 reports are available by the 15th of each payment month. Since reports are "current month only", it is recommended APOR 55-1 & 64-1 reports be saved each month to a local computer/server to be available for reference throughout the current and future fiscal years. If you need help finding or viewing these reports please call your county's Regional Training Center (RTC). The phone number for your county's RTC can be found at <http://www.ade.az.gov/rtc>. If you have any questions regarding the content of your reports please contact me (602) 542-8244 or e-mail msingle@ade.az.gov.

District Sponsored Charter Schools (DSCS) January 15, 2003 payment calculation is based on based on 40th day counts. Questions regarding student counts used for January's payment calculation should be directed to School Finance at (602) 542-5695 or to the School Finance email schoolfinance@ade.az.gov.

Growth was included in the January 15, 2003 APOR calculations for eligible districts that submitted a signed growth request form. If your district submitted a form but did not receive growth, it may be due to missing or late submitted ADM counts. Please review the ADMS46-1 and other related ADM reports to determine if all submitted data files processed successfully. An online ADM Troubleshooting Guide is available at http://www.ade.az.gov/misbulletinboard/ADMSHelpGuide/ADMS_Reports.htm. If you need additional assistance regarding ADM file submissions/processing, please contact a Regional Training Center <http://www.ade.az.gov/rtc/>. The Regional Training Center will direct you to contact additional resources if they are not able to assist you. Questions/concerns may also be emailed to the School Finance Inbox at schoolfinance@ade.az.gov.

Instructions and forms to request an advance of state aid are available on ADE's web site at <http://www.ade.state.az.us/schoolfinance/Forms/DistCashAdv/>. Requests for advances of state aid must be received by the last day of any month to be calculated for the following month's payment.

Items such as the increase to the BSL for eligibility for Rapid Decline, Type 03 Tuition, Audit Expenditures and Soft Capital Allocation increase for High School Count Transported by District of Residence will be updated for the February apportionment calculation. These items are dependent on the submission of all applicable budget files. Please check the submitted file status on your home page <http://www.ade.az.gov/budget>. If you need assistance uploading budget items, contact a Regional Training Center (RTC) at <http://www.ade.az.gov/rtc>.

cc: County School Superintendents

January 15, 2003